

# **How to Initiate, Complete, and Submit a Grant Agreement in TGA-GO**

## TABLE OF CONTENTS

Application Instructions .....	3
Dashboard.....	3
Add/Edit People .....	5
Forms .....	5
General Information .....	6
National Program Objectives.....	6
Professional Services and Financial Interest Information .....	8
Project Feasibility Information Page .....	9
Other Funding .....	10
Federal Funding Accountability and Transparency Act Questions.....	10
Community Needs Information Page .....	10
Community Needs Questionnaire.....	11
Fair Housing Activities .....	11
Citizen Participation .....	11
Project Beneficiaries and Locations Page(s) .....	12
Beneficiaries and Locations Form .....	13
Project Needs.....	13
Benefit Area Location .....	14
Beneficiary Identification Information .....	15
Budget Details Page .....	17
Required Uploads Page.....	20
Resolutions .....	22
Documentation of Match.....	22
Citizen Participation Plan Requirements .....	23
Project Maps .....	26
Waiting List and Selection Guidelines for Housing Activities (if applicable) .....	27
Evidence of Active SAM Registration.....	27
Annual Audit.....	27
Engineers Explanation of Benefit Area.....	28
Pre-agreement .....	28
Certification .....	29
Fund-Specific Pages.....	29
Submitting the Application .....	31

Application Instructions – Supplement for CPC .....	32
Local Conditions for Planning .....	32
Planning Activity .....	32
Existing Documents and Knowledge of Current Conditions .....	33
Planning Participants .....	33
Complete Annual Audit .....	33
CPC Scoring .....	33

## Application Instructions

The following information describes how to respond to the fields or document requests within the TDA-GO system. **NOTE: TDA-GO cannot digest symbols. Please refrain from using symbols in the text fields.**

## Launch TDA-GO and Login

Launch <https://tda-go.intelligrants.com>. Login with your username and password.

**TEXAS DEPARTMENT OF AGRICULTURE**  
**COMMISSIONER SID MILLER**

**TDA GO!**  
TEXAS DEPARTMENT OF AGRICULTURE GRANTS ONLINE

Public Reports ▾

Welcome to the online Grants Management System - TDA Go!

Because this is a new online management system, all organizations will need to register with the system.

Steps to Get Started:

- The Initial Registration for your organization must be completed by an Authorized Official (AO) for the organization
- Once the AO registers the organization, they will receive an email Notification of Access Approval from the online systems administrator
- The AO can then designate access to your organizational account for additional staff members as they deem appropriate

To visit the official TDA website, click [here](#).

**Announcements**

This is an announcement from TDA Go staff.

**Login**

Username

Password

Your session has expired. Please log back in to access IGX.

**Log In**

[Login Assistance](#)

[New User/Organization Registration](#)

Figure 1. Launch TDA-GO and login

## TDA-GO Dashboard

After logging in, your Dashboard will appear. **My Tasks** are documents/applications that are in process; **My Opportunities** are blank grant applications.

**TEXAS DEPARTMENT OF AGRICULTURE**  
**COMMISSIONER SID MILLER**

**TDA GO!**  
TEXAS DEPARTMENT OF AGRICULTURE GRANTS ONLINE

Home Search ▾

**Dashboard**

Use the below panels to work with your Grants and Funding Opportunities.

**My Tasks**

Filter

My Tasks

Name	Document Type	Organization	Status	Status Date	Due Date
CDM2021055	Application	Test Grantee Organization	Application in Process	11/24/2020 4:05:53 PM	
CDP2021031	Application	Test Grantee Organization	Application in Process	10/16/2020 9:54:48 AM	
CDV2021055	Application	Test Grantee Organization	Application in Process	11/2/2020 1:45:08 PM	

**My Opportunities**

Name	Document Type	Organization	Status	Status Date	Due Date
Set aside				12/31/2020 11:59:00 PM	
Colonia Fund - Construction	TDDA Provider			9/11/2020 12:00:00 AM - 12/31/2020 11:59:00 PM	
Colonia Fund - Planning	TDDA Provider			9/11/2020 12:00:00 AM - 12/31/2020 11:59:00 PM	
Colonia Self-Help Centers	TDDA Provider			9/11/2020 12:00:00 AM - 12/31/2020 11:59:00 PM	
Downstream Reutilization Program	TDDA Provider			9/11/2020 12:00:00 AM - 12/31/2020 11:59:00 PM	
Fire, Ambulance, and Service Truck (FASST) Fund	TDDA Provider			9/11/2020 12:00:00 AM - 12/31/2020 11:59:00 PM	

**Announcements**

Figure 2. TDA-GO Dashboard

Choose the desired document using the search tool at the page's top-left or scroll down the **My Tasks** or **My Opportunities** boxes. If you have chosen a blank document from My Opportunities, a brief description and agreement language appears.

**NOTE:** Only the Authorized Official or local staff Project Director for the applicant community can initiate a new application. TDA staff can also assist in initiating the application.

**Downtown Revitalization Program**

Provided By:  
TXDOA Provider

Provided To:  
Test Grantee Organization

Application Availability Dates:  
9/11/2020 12:00:00 AM - 12/31/2020 11:59:00 PM

Description:  
Texas Main Street City receives public infrastructure grant \$50K-\$150K for Central Business District (CBD) enhancement

Agreement Language:  
As an individual authorized to initiate a grant on behalf of my organization to request funding from the Texas Department of Agriculture, I will comply with all rules and requirements as described in the Request for Applications published to [www.texasagriculture.gov](http://www.texasagriculture.gov).

Agree Decline

*Figure 2. Read and select Agree*

The Document Landing Page appears.

Home Searches Jane Doe

CDM2021070

Forms

Tools

Status Options

Related Documents

**Document Landing Page**

View document details.

Community Development Block Grant	Downtown Revitalization Program	Application
CDM2021070		
Organization Test Grantee Organization	Your Role Project Director	

New Note

*Figure 3. Example of a document landing page*

The left column has the document number at the top, then four drop-down menus: **Forms**, **Tools**, **Status Options**, and **Related Documents**.

## Add/Edit People

Using the Tools menu, select Add/Edit People to allow internal staff to assist with the application. Select the **plus sign (+)** to search for a person within your organization.

The screenshot shows the 'Document Add/Edit People' interface. On the left is a sidebar with a menu including 'Tools', 'Add/Edit People', and 'Status Options'. The main area is titled 'Document Add/Edit People' and contains a sub-header 'Add or Edit people assigned to the document.' Below this, document details for 'CFP2021085' are shown, including 'Organization' (Test Grantee Organization), 'Your Role' (Authorized Official), 'Period Date' (12/1/2020 8:00:00 AM to 12/31/2020 5:00:00 PM), and 'Due Date' (12/31/2020 5:00:00 PM). A section titled 'People Assigned to this Document' features a table with the following data:

Person	Organization	Role	Active Dates	Assigned By	
Barnard, Suzanne	Emmanuel's Testing Org, TXDOA Provider	Project Director	12/30/20 - 12/30/20	Grant System	
Doe, Jane	Test Grantee Organization	Project Director	12/30/20 -	Grant System	
Test, Consultant	Test Grantee Organization	Consultant	12/30/20 -	Mary Sue	

Below the table is a pagination control showing '< 1 >'.

Figure 4. Add/edit people page

For third-party application preparers (including for-profit, non-profit, and Council of Government entities), TDA must grant access for the third-party organization to the application. Request this access using the *Request for Third Party Access* form [HERE](#).

**NOTE:** Adding a third-party application preparer before formally selecting the entity through a procurement or subrecipient process will create conflict of interest that will not allow that entity to serve as administrator if the project is funded.

## Forms

Forms is a scrollable list of required information, such as applicant contact information, project feasibility information, community needs assessment, etc.

Select **Applicant Contact Information**. Fill in all applicable fields.

Figure 5. Applicant Contact Information page

## General Information

1. Enter the county in which the project is located. If the project will serve beneficiaries in multiple counties, click the button marked with a **plus sign** to add a new row. Once the page is saved, the associated region will be automatically populated.
2. Enter the total population of the Grant Applicant from the most recently available American Community Survey 5-Year Estimate, Table B01003. **NOTE:** This population is used for certain reporting requirements and need not coordinate to the total persons served by the project.
3. Describe the project using up to 100 characters. This description will be used to identify the project in correspondence and reports. **EXAMPLES:**
  - Water improvements for citywide benefit including a new elevated water storage tank.
  - First-time sewer service in the Blue Community.
  - Housing rehabilitation for ten households in Green County.
  - Water improvements and street reconstruction in the Lavender Neighborhood.
  - Water improvements in the Lavender neighborhood and street improvements in the Teal Community.

Figure 6. Top of General Information page

## National Program Objectives

1. Each proposed activity included in an application for TxCDBG funds must meet one of the U. S. Housing and Urban Development's (HUD) three CDBG National Program Objectives, or NPOs. See the *Request for Applications and Guide Part I* for eligible options for this competition, and *TxCDBG Guide to National Program Objectives* for detailed information on NPOs. Each selection includes additional fields used to support the use of this NPO.

(continued)

2. Select all categories that apply to the project(s) included in the application. These responses are used for HUD reporting only:

- *One-for-One Replacement* – requires that a grantee replace occupied and vacant units that are demolished or converted.
- *Revolving Loan Fund* – established to make loans whereby principal repayments of loans are re-paid into the fund and re-lent to other borrowers.
- *Brownfield Activity* – any activity designed to treat a piece of industrial or commercial property that is abandoned or underused and often environmentally contaminated, especially one considered as a potential site for redevelopment.
- *Special Assessment* – means the recovery of the capital costs of a public improvement, such as streets, water or sewer lines, curbs, and gutters, through a fee or charge levied or filed as a lien against a parcel of real estate as a direct result of benefit derived from the installation of a public improvement, or one-time charge made as a condition of access to public improvement.
- *Favored Activity* – certain activities specifically related to economic development.
- *Colonia* – any identifiable unincorporated community that is determined to be a colonia based on objective criteria, including lack of potable water supply, lack of adequate sewage systems, and lack of decent, safe, and sanitary housing; and was in existence as a colonia prior to the date of enactment of the Cranston-Gonzalez National Affordable Housing Act (November 28, 1990).
- *Presidentially Declared Disaster Area* – any area that is listed as an active disaster area on the Federal Emergency Management Agency website ([www.fema.gov](http://www.fema.gov)).
- *Historic Preservation Area* – any area that has been identified in accordance with the standards for the treatment of historic properties as set by the Secretary of the Interior.
- *Displacement* – a displaced person is any lower income family or individual that moves from real property or moves his or her personal property from real property, permanently and involuntarily, as a direct result of the conversion of an occupied or vacant occupiable low/moderate income dwelling unit, or the demolition of any dwelling unit, in connection with an assisted activity.
- *Float Funded* – process by which a state's CDBG funds are already under contract to grant recipient, yet the state awards the same funds to another grant recipient providing that the state is repaid before the initial grant recipient needs the funds to meet their obligation(s) for their CDBG funded activities.

**National Program Objectives**

☐ 1. Activities benefiting low-to-moderate income persons.

☐ 2. Prevention/ Elimination of Slums or Blight

☐ 3. Urgent Needs

**Additional Activity Information**

<input type="checkbox"/> One-for-One Replacement	<input type="checkbox"/> Special Assessment	<input type="checkbox"/> Float Funded Activity
<input type="checkbox"/> Revolving Fund	<input type="checkbox"/> Favored Activity	<input type="checkbox"/> Historic Preservation Area
<input type="checkbox"/> Brownfield Activity	<input type="checkbox"/> Colonia	<input type="checkbox"/> Displacement
<input type="checkbox"/> Presidential Declared Disaster Area	<input type="checkbox"/> Activity Involves Rental Housing	<input type="checkbox"/> Activity Includes Multi-unit Housing

**Figure 7. National Programs Objective**

## **Professional Services and Financial Interest Information**

1. Identify the administrative service provider, engineering services provider, and any other persons providing services related to this application.
  - All contractors, service providers, including Councils of Government (COGs) and subcontractors, must have an active registration with the System for Award Management ([www.SAM.gov](http://www.SAM.gov)) and eligibility status verified (not suspended or debarred) prior to any formal action authorizing the award of a contract to the contractor. Examples of formal action include but are not limited to, authorizing resolution, authorizing ordinance, council/commissioners court approval of award, contract execution, etc.
  - Identify service providers that participate only in the application preparation, as well as those under agreement to provide services contingent upon grant funding. **REMINDER:** Service providers that participate in the application may not *later* be procured to provide grant implementation services; however, service providers procured prior to beginning work on the application may continue to carry out those services throughout the life of the grant. See Conflict of Interest provisions in Part II of the Regulatory Flexibility Act (RFA).
  - If any service providers identified for grant implementation if funded are employees of the Applicant, a partnering city/county, a public utility district, or a utility company i.e., force account employees, the Applicant must include *Force Account Justification (Form A808)* on the Required Uploads page. All force account employees, including any temporary employees hired for the project, must be W-2 form registered employees and not 1099 form contractors, and the employer's policies for temporary employees must be followed as applicable.
2. In addition to the service providers above, identify any other firm or individual with a reportable financial interest.
  - Applicants must provide information on anyone with financial interest in the proposed project exceeding \$50,000 or ten percent of the requested amount—whichever is lower.
  - A financial interest is any financial involvement in the project or activity, including but not limited to situations in which an individual or entity has an equity interest in the project or activity, shares in any profit on resale or any distribution of surplus cash or other assets of the project or activity, or receives compensation for any goods or services provided in connection with the project or activity.
  - This includes developers, contractors, or consultants involved in the application for TxCDBG assistance or in the planning, development, or implementation of the project or activity (if not listed above).
  - Residence in housing for which assistance is sought is not considered a covered financial interest. However, if such residents are officials, employees, or agents of the Applicant or service provider, please contact TDA regarding potential non-procurement conflicts of interest.
3. Identify all sources of funding that have been committed to this project. Sources typically include the applicant's local contribution, other government assistance committed by federal, state, or local agencies, equity, and contributions from foundations and private individuals. The report must also specify all expected uses of the funds. All sources and uses of funds must be included if they can be reasonably expected to be available for the proposed project.



- Updated reports may be required if the financial disclosure information in this section changes.
- TDA will make all applicant disclosure reports available to the public in accordance with the Texas Public Information Act (Chapter 552, Texas Government Code). Failure to provide any required information may delay the processing of the application and may result in sanctions and penalties, including imposition of the administrative and civil penalties specified under 24 CFR Section 4.38.

**Professional Services & Financial Interest Information**

Type of Assistance	Name of Firm or Individual	Interest Type	SAM Expiration Date	Award Date of Contract	Date Work Began	Contract Amount/ Financial Interest	Assisted With Application	Will assist if Grant is funded
Admin. Svs.						\$	<input type="checkbox"/>	<input type="checkbox"/>
Eng. Svs.						\$	<input type="checkbox"/>	<input type="checkbox"/>
Other						\$	<input type="checkbox"/>	<input type="checkbox"/>

2. **Other Financial Interests:** The following firms or individuals have a reportable financial interest in this project:

Full Name	Amount	Interest Type
	\$	

3. **Sources of Funding:** Disclose the source(s) and use(s) of all non-TxCDBG funds committed to this project, including matching funds and other funding required to complete the project. This includes cash, materials, land, and in-kind match

Source of Funds	Amount	Use of Funds
	\$	

Figure 8. Professional Services and Financial Interest Information

## Project Feasibility Information Page

This page asks for a variety of information about a proposed project. Please be sure to verify your responses, as TDA staff may rely on this information to make important decisions regarding the project's approval status. Some items on this form include follow-up questions that will only appear if necessary. If a question does not apply to the proposed project, select **N/A**.

**TEXAS DEPARTMENT OF AGRICULTURE  
COMMISSIONER SID MILLER**

**Project Feasibility Information**

Instructions: Please complete this page and press the save button. Required fields are marked with an asterisk (\*).

1. Does the applicant pay the following tax revenues? \*

	Yes	No	N/A
1.1. Local Property (Ad Valorem) Tax *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.2. Local Sales Tax Option *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Environmental Concerns**

Note: All funded applications will have to comply with Federal regulations regarding environment clearance before funds are released.

2. Will the assistance requested have any negative impact(s) or effects on the environment? \*

3. Based on available information, is the proposed project likely to require an archaeological assessment for any proposed site? \*

4. Is the proposed site listed on the National Register or Historic Places? \*

5. Is the project in a designated flood hazard (floodplain) area? \*

Note: Projects in the floodway are ineligible for TxCDBG funding.

**Service Area Authority**

6. Has the applicant obtained a valid, legally binding agreement, contingent upon award, between the applicant and the service provider that will operate the project for the duration of the improvements as proposed in the application? If so, attach copy agreement to Required Uploads page. \*

7. Does the applicant or service provider currently hold the Certificate of Convenience and Necessity (CCN) for the target area proposed in the application? If so, attach documentation to Required Uploads page. \*

8. Will any of the proposed improvements be located on a TxDOT controlled highway, road, or right-of-way? \*

**Additional Project Information**

9. Will the assistance requested cause the displacement of families, individuals, farms, or businesses? \*

10. Will any of the improvements proposed in this application take place in a designated colonia area? \*

11. Does the application request funds for projects other than water or sewer improvements? \*

12. Does the applicant collect Program Income (PI) from a Revolving Loan Fund (RLF)? \*

Figure 9. Project Feasibility Information page

## **Other Funding**

Identify all federal, state, or other grant or loan funding requested in the last three years. This includes funding that is related to the project described in the application, as well as other funding requested for unrelated purposes. This information is used to identify the Grant Applicant's experience with grant funding overall, as well as potential overlap or partnership opportunities with related projects.

13. List all the Foundation, Federal, and State or other Grant and/or Loan Funds applied for in the last three years. Complete the information on each and indicate if request is still pending.

Program Name	Agency Applied To	Date Approved	Application Status	Application Amount	If Funded, Project Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

*Figure 10. Identify prior grant funding*

## **Federal Funding Accountability and Transparency Act Questions**

The Applicant must respond to all three questions. Federal funding includes grants, sub-grants, loans, awards, cooperative agreements, and other forms of financial assistance. This information is used to confirm accurate reporting. If the community is required to make executive compensation publicly available and does not currently do so, TDA will provide technical assistance prior to any grant award.

**Federal Funding Accountability and Transparency Act (FFATA) Questions**

1. Has the applicant, in the preceding fiscal year received 80 percent or more of its annual gross revenues in Federal awards? \*

2. Has the applicant, in the preceding fiscal year received \$25,000,000 or more in annual gross revenues from Federal awards? \*

3. Does the public have access to this information about the compensation of the senior executives of the applicant through periodic reports? \*

**Note:** If yes to either Question 1 or Question 2, the community must make executive compensation information available to the public.

*Figure 11. FFATA questions*

## **Community Needs Information Page**

1. Provide a list of all the Grant Applicant's identified community development and housing needs, not just those addressed in the application. List the needs in order of importance, using the boxes marked + and x to add or delete space for additional items.
2. Provide a short description of the project associated with the need. A project description must include basic details, such as benefit area or type of infrastructure to improve—the name of an activity type, i.e., water improvements, is not a project description.
3. If funds are available after the original project is completed, TDA may consider including one or more of these projects, but only if both the need and project description are completed.

**Community Needs Information**

Provide a list of all the applicant's identified community development and housing needs, not just those addressed in the application. List the needs in order of importance, using the boxes marked "+" and "-" to add or delete space for additional items. Provide a short description of the project associated with the need. Applicant may also include additional needs with specific projects identified and prioritized that could be considered if additional funding is available. \*

Community Need	Specific Project to Address Need	Addressed in this Application	Alternate or Future Project
<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>

Figure 12. List of the Grant Applicant's community and housing needs

## **Community Needs Questionnaire**

This questionnaire specifically addresses affordable housing as well as infrastructure financing. The questionnaire is required regardless of the type of project requested in this application. Respond to each question in this questionnaire.

## **Fair Housing Activities**

Any locality receiving TxCDBG monies must certify that it will affirmatively further fair housing. Using the drop-down box, identify the activities presently undertaken to affirmatively further fair housing and which new activities will be undertaken if an award is made by TDA. Applicants should be aware that, in the event of funding, these fair housing efforts will be monitored. Other activities may be eligible, and the applicant should contact TDA to determine eligibility. See *RFA and Guide Part III* for details.

**Fair Housing Activities**

Any locality receiving TxCDBG monies must certify that it will affirmatively further fair housing. Using the below drop-down box, please identify the activities presently undertaken to affirmatively further fair housing and which new activities will be undertaken if an award is made by TxCDBG. Localities should be aware that, in the event of funding, these fair housing efforts will be monitored. Other activities may be eligible, and the applicant should contact TDA to determine eligibility.

Activities

☐ Undertaken ☐ To be Undertaken

Figure 13. Confirm that the Grant Applicant is furthering fair housing

## **Citizen Participation**

1. Citizen participation is a key component of any TxCDBG application process. It is imperative that the residents of the community have an opportunity to provide input to the process and to review the final application prior to submittal.
2. Provide each key date as required—see *RFA and Guide Part I* for information about the acceptable dates, and Part III for detailed requirements.
3. List the assessment methods used to determine the needs addressed in this application by selecting from the dropdown list, including the date(s) of each method/assessment.

Use the **plus sign** button to add each method/assessment. If the exact date is not known, choose the first day of the appropriate month and year.

The screenshot shows a form titled "Citizen Participation – Needs in this application were determined by:". Below the title, it says "Enter the dates below to demonstrate that the applicant provided reasonable advance notice for citizen participation:". There are three date input fields, each with a calendar icon and an asterisk: "Date of resolution authorizing application submission: \*", "Date of Required Public Hearing \*", and "Date of Public Hearing Notice \*". Below these, it says "List all additional opportunities where citizens, especially low-to-moderate income citizens of the target area, were given to participate in the determination of these needs:". At the bottom, there is an "Assessment Type:" dropdown menu, an "Assessment Date:" field with a calendar icon, and a green "+" button to add more assessments.

*Figure 14. Citizen participation is a compelling component of the application process*

## **Project Beneficiaries and Locations Page(s)**

1. The TxCDBG application within TDA-GO is centered around the concept of a benefit area/activity. The benefit area is the service area that includes all beneficiaries of a particular project and is specific to the HUD Activity Code for a particular project type. See TxCDBG Guide to National Objectives.
2. An application for the TxCDBG program may propose up to six benefit Areas. This could be six distinct activities within the same service area, six separate service areas served by the same activity type, or any combination thereof.

### **EXAMPLES:**

- Green Community 03J – extension of water mainlines to provide first-time service.
  - Green Community 14A – house-to-line connections to the new water mainline.
  - Blue County water improvements – four unincorporated communities served by the same water treatment plant.
  - City of Purple water improvements – water system improvements than benefit the entire city.
  - Orange Neighborhood water improvements – line replacement that will specifically benefit this portion of the city's water system.
3. The benefit area will be used to identify beneficiaries, confirm the national program objective, and verify cost estimates therefore it is very important that a Grant Applicant carefully select and document the benefit area activities for the application.
  4. Benefit areas must be identified based on the actual persons to benefit from a specific scope of work, without combining separate project areas strictly for administrative convenience.  
**EXAMPLE:** Two street improvement projects proposed in different areas of the same community, where the projects are not contiguous and do not rely on completion of the other project for success, must be treated as a separate benefit area and qualified separately. See *TxCDBG Guide to National Objectives* for additional information.

5. Work performed to benefit individual households must generally be identified as a separate activity from the work that will benefit the entire area. **EXAMPLE:** House-to-line utility connections must be identified as Activity 14A, separate from the larger water system installation project identified as Activity 03J.
6. A separate benefit area is not needed for incidental work that is necessary in order to carry out the primary activity. For example, a water line replacement project may be identified as Activity 03J, including the driveway and road repair required as a result of the linework installation.
7. A maximum of six benefit areas may be used for each application.

## **Beneficiaries and Locations Form**

The project Beneficiaries and Locations Form must be completed separately for each benefit area. To add a new form, select **Add** in the top right corner as shown below.

1. Enter the name of the benefit area and select the activity code from the drop-down list. For a list of activity codes with descriptions of each, click the link to the right of the dropdown box.
2. If the same area will benefit from multiple activities, be consistent in naming and capitalization for each benefit area.
3. Once the page is saved, the benefit area will be included in multiples pages in the application—please ensure that this benefit area accurately reflects the proposed project before saving.

*Figure 15. Enter the benefit area name and activity code*

## **Project Needs**

Questions one and two are used to understand the project and to draft the grant agreement if the project is funded.

1. The responses to these questions must explain how the project will actually address the identified problems within the benefit area.
2. Describe specific work to be performed, including the type and amount of material required for construction activities.

3. If a city's application includes activities benefiting persons located within the city's extraterritorial jurisdiction (ETJ), the Grant Applicant must describe how the activity benefiting persons located in the ETJ is meeting the applicant's community development and housing needs, including the needs of low to moderate income persons.

1. Summarize the problem(s) to be addressed within the application for this benefit area. \*

0 of 2000

2. Identify the action(s) to resolve any problem(s) and their anticipated outcomes. Include specific materials and quantities \*

**Example:** Contractor shall provide first-time sewer service connections to 25 households in the Addison Neighborhood in the southwest portion of the city. Construction shall include the installation of yardlines, tap fees and decommission of existing septic tanks.

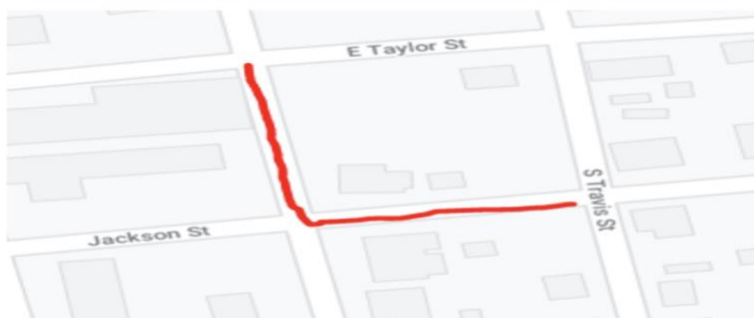
0 of 2000

*Figure 16. Detailed responses are required for these questions*

## **Benefit Area Location**

1. In the text box, describe the locations where the work will be performed.
2. If the construction or other work locations are not located within the Benefit Area, explain how the Benefit Area was determined.  
**EXAMPLE:** This water treatment plant is located at 101 County Road 4011 and serves the Smith Water Supply Corporation throughout the southeastern portion of Smith County.
3. For linear projects, such as utility lines or street improvements, identify each segment of the project. **EXAMPLE:**

On	From	To
South Locust Street	East Taylor Street	Jackson Street
Jackson Street	South Locust Street	South Travis Street



*Figure 17. Example of details for utility lines or street improvement*

4. Confirm whether the property required for this project work is owned by the applicant or service provider, or if the property must be acquired.
  - Acquisition of any real property associated with a TxCDBG funded project by the Applicant or service provider must follow the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act) and the HUD implementing regulations, regardless of whether the acquisition is funded by private funds or funds from another state or federal agency.
  - An environmental review must be completed on any applicable property prior to completing acquisition for any real property associated with a TxCDBG funded project.
  - See Chapter 3 and Chapter 6 of the *TxCDBG Project Implementation Manual* for details.

**Benefit Area Location**

3. Provide a brief description of the location of the work to be performed for this benefit area/activity. \*

**Example:** This water treatment plant is located at 101 County Road 4011, and serves the Smith Water Supply Corporation throughout the southeastern portion of Smith County.

0 of 2000

For linear projects, identify the location of the work to be performed for this benefit area/activity. List separately each street or line that will be constructed.

**Example:**  
 On Main Street - From 1st Avenue - To 5th Avenue  
 On 5th Avenue - From Main Street - To Oak Lane

On                      From                      To

*Figure 18. Describe the location of the project or activity*

## **Beneficiary Identification Information**

1. Enter the number of persons to benefit from this activity, and the number of low-to-moderate income persons to benefit. The LMI ratio will populate automatically.
  - LMI beneficiaries are those whose income falls below 80% of the area median family income for the county. See the *TxCDBG Guide to National Objectives* for additional information.
  - If the application is intended to meet the LMI National Program Objective, the activity must benefit at least 51.00% LMI persons—50.99% is not acceptable.
  - Activities to benefit individual households generally must benefit 100% LMI persons.

**Beneficiary Identification Information**

5. Enter the following beneficiary information for this benefit area / activity \*

Total Beneficiaries for this Activity	Total Low/Moderate Income Beneficiaries for this Activity	LMI Ratio
<input type="text"/>	<input type="text"/>	%

*Figure 19. Enter the number of persons to benefit from this project or activity*



2. For projects with a direct benefit—including first-time services, housing rehabilitation, and certain direct economic development assistance—demographic information is required. This information is used for reporting purposes only.
  - *Gender data* – enter the number of male and female beneficiaries that will be served in the benefit area. The form will calculate the sum of the two fields, which must match the total beneficiaries for this activity in question five above.
  - *Ethnicity data* – enter the number of beneficiaries identified as non-Hispanic and Hispanic. The form will calculate the sum of the two fields, which must match the total beneficiaries for this activity in question five above.
  - *Race data* – enter the number of beneficiaries that will be served in the benefit area for each race category. The form will calculate the sum of the fields, which must match the total beneficiaries for this activity in question five above.
  - **NOTE:** Although race and ethnicity are often discussed interchangeably, these reporting categories are distinct and all beneficiaries must be reported under one of the racial demographic categories, regardless of the ethnicity category selected.

6. Are any of the beneficiaries receiving a direct benefit? (e.g. First-time Service)? \*

☒ Yes ☐ No

Report all persons to receive a direct benefit from this activity according to the following demographic categories: \*

<b>Gender</b>	Males	Females	Total Beneficiaries
	<input type="text"/>	<input type="text"/>	0
<b>Ethnicity</b>	Non-Hispanic Beneficiaries	Hispanic Beneficiaries	Total Beneficiaries
	<input type="text"/>	<input type="text"/>	0
<b>Race</b>	White	Black or African American	
	<input type="text"/>	<input type="text"/>	
	Asian	American Indian or Alaskan Native	
	<input type="text"/>	<input type="text"/>	
	Native Hawaiian or Other Pacific Islander	Other Race, not Listed	
	<input type="text"/>	<input type="text"/>	
	Two or More Races	Beneficiary Declined to Provide	Total Beneficiaries
	<input type="text"/>	<input type="text"/>	0

*Figure 20. Enter the number of persons by gender, race, and ethnicity*

3. Identify the method used for identifying beneficiaries. The response will trigger additional information fields. That are required to meet the requirement of fully documenting the NPO and beneficiary data reporting requirements.
4. Identify the HUD Performance Goals that best fit the activity. These responses are used for HUD reporting purposes only.
5. The county Federal Information Processing Standard (FIPS) code will automatically populate when you choose the applicant's county from the drop-down menu on the cover page. Next, enter all the applicable, six-digit census tracts and check the box for each applicable block group where the activity's beneficiaries reside.



7. Select a method for identifying beneficiaries: \*

☐ TxCDBG survey

☐ LMISD information

☐ Limited Clientele determination (TDA prior approval required)

8. HUD Performance Goals

Anticipated Objective: \*

Anticipated Outcome: \*

Type of Service: \*

Identify the County, Census Tract, and all blocks within that census tract in which project beneficiaries reside. [Click here for a list of County codes:](#) \*

County Code	Census Tract (6 digit)	1	2	3	4	5	6	7	8	9	10
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Figure 21. Enter the county code and census tract number**

6. Upload documentation to support the identification of beneficiaries. Click the **plus sign** button to add an additional document.
7. Support documentation may include
  - TxCDBG approval letter and the survey tabulation form for a previously approved survey;
  - survey tabulation form, address list, and survey questionnaires for a new survey; TDA also recommends including a map documenting these addresses;
  - HUD-based census low-to-moderate-income summary data (LMISD) spreadsheet for the census geographic area; or
  - documents requested by TDA for projects using the **limited clientele** method with TDA's prior approval.

Beneficiary support documentation (Press "\*" for additional upload fields) \*

**Figure 22. Submit supporting documentation**

## **Budget Details Page**

1. Each application for CDBG assistance must include a justification of the funding being requested for each benefit area.
2. The budget details page automatically generates a budget table for the benefit area each time a new project beneficiaries and locations page is saved. **EXAMPLE:** If a Grant Applicant creates project beneficiary and locations pages for three benefit areas, the budget details page will generate three budget tables using the same benefit area labels.

3. For each benefit area, list the project elements necessary to complete the project.
  - List the major materials and / or services associated with each Benefit Area, including the unit of measure, estimated cost per unit, and estimated quantity required. The units used, e.g., linear feet (lf), square feet (sf), etc., must be priced to include all proposed improvements related to and necessary for the major construction activity.
  - Minor project supplies, including fittings and other appurtenances, may be included with the cost estimates of the major items, rather than listed separately.
  - Do not include cost categories such as contingency funds, profit, overhead, and bonding as separate costs. Costs other than work performed are not eligible for TxCDBG funding.
  - If real property acquisition is required for the benefit area, include one line item for acquisition costs.
  - If force account labor is anticipated for the benefit area, include one line item for force account labor costs and one line item for equipment usage. Document the method used to estimate these costs by uploading the *Force Account Justification (Form A808)* to the required uploads page.
  - See Chapter 8 of the *TxCDBG Project Implementation Manual* for eligible force account costs.

The screenshot displays the 'Project Beneficiaries and Locations' section of a form. It lists three benefit areas: 'Blue Community - 14A', 'Blue Community - 03J', and 'Green Community - 03J'. Each area is linked to a specific HUD Activity. The 'Green Community - 03J' area is expanded, showing three tables for project elements. Each table has columns for Item, Units, Cost Per Unit, and Quantity. The first table is for 'Benefit Area: Green Community' with HUD Activity: 03J. The second table is for 'Benefit Area: Blue Community' with HUD Activity: 03J. The third table is for 'Benefit Area: Blue Community' with HUD Activity: 14A. Each table has a 'Subtotal' row and a '+ \$0.00' button.

Item	Units	Cost Per Unit	Quantity	Quantity
		\$		\$0.00
Subtotal:				\$

Item	Units	Cost Per Unit	Quantity	Quantity
		\$		\$0.00
Subtotal:				\$

Item	Units	Cost Per Unit	Quantity	Quantity
		\$		\$0.00
Subtotal:				\$

Figure 23. Project elements necessary for each benefit areas

4. The budget details form calculates the budget in multiple ways.
  - The cost per line item will calculate automatically as the line is populated.
  - The subtotal for the Benefit Area will calculate automatically only after selecting the **Save** button at the top right of the Budget Details page.
  - Upon saving the form, the subtotals for each Benefit Area are summarized by Activity Code in the table at the bottom of the form.

5. Separately from the benefit area costs, enter the anticipated costs to for engineering services and administration services in the table at the bottom of the page. All applications must complete these fields. If no funds will be expended for these services, enter \$0.

Benefit Area: Green Community			HUD Activity: 03J		
Item	Units	Cost Per Unit	Quantity	Quantity	
Item 1	LF	\$ 5.00	1000	\$5,000.00	+
Item 2	EA	\$ 125,000.00	1	\$125,000.00	+
Subtotal:				\$130,000.00	

Benefit Area: Blue Community			HUD Activity: 03J		
Item	Units	Cost Per Unit	Quantity	Quantity	
Item 1	LF	\$ 5.00	3250	\$16,250.00	+
Item 2	EA	\$ 125,000.00	2	\$250,000.00	+
Item 3	EA	\$ 1,500.00	2	\$3,000.00	+
Subtotal:				\$269,250.00	

Benefit Area: Blue Community			HUD Activity: 14A		
Item	Units	Cost Per Unit	Quantity	Quantity	
Item 4	LF	\$ 2.00	1000	\$2,000.00	+
Item 5	EA	\$ 1,250.00	15	\$18,750.00	+
Subtotal:				\$20,750.00	

Activity	Requested Project Cost
03J	\$399,250.00
14A	\$20,750.00
Engineering	\$ 45,000.00
Admin	\$ 35,000.00
<b>Project Total</b>	<b>\$500,000.00</b>

Figure 24. This form will automatically add up your budget numbers

6. The Project Total reflects the total amount of funds required to complete the proposed project or activity, regardless of funding source.
- Enter the Grant Amount Requested, up to the maximum grant amount for the specific funding competition.
  - The form will calculate the difference between the Project Total and the Grant Amount Requested. This amount must be committed as matching funds.
7. Applicants will not break out each activity into separate amounts for grant or matching funds. Instead, the columns labeled Recommended Grant and Recommended Match will be completed by TDA staff if the project is recommended for funding. Applicants may, however, request that the match commitment be

used for certain work if applicable. **EXAMPLE:** Engineering costs are eligible for either grant or matching funds, but a Grant Applicant may prefer that these costs be assigned as matching funds based on local budgeting processes.

Activity	Requested Project Cost	Recommended Grant	Recommended Match
03j	\$399,250.00	\$ <input type="text"/>	\$ <input type="text"/>
14A	\$20,750.00	\$ <input type="text"/>	\$ <input type="text"/>
Engineering	\$ <input type="text"/> 45,000.00	\$ <input type="text"/>	\$ <input type="text"/>
Admin	\$ <input type="text"/> 35,000.00	\$ <input type="text"/>	\$ <input type="text"/>
Project Total	\$500,000.00		
Grant Amount Requested	\$ <input type="text"/> 350,000.00	\$0	
Match Commitment:	\$-150,000.00		\$0
Match Ratio	-42.86 %		%
Requested Use of Match Funds *			
<input type="text"/>			

Figure 25. TDA staff will fill in the recommended grant and recommended match columns

## Required Uploads Page

Upload the appropriate document for each requirement indicated. Failure to upload adequate documentation will result in disqualification of the application.

Once the page is saved, an uploaded document cannot be deleted; however, it can be replaced by a corrected document.

Resolution passed by the Applicant governing body, authorizing submission of the application *	Select
Evidence of public notice - public hearing *	Select
Evidence of public notice - application availability *	Select
List of local service providers sent written notification of public hearing *	Select
Evidence of SAM registration *	Select
Annual Audit (opinion letter required) *	Select
Project Map *	Select
Project Map with Census Boundaries *	Select
Engineer's explanation of benefit area *	Select
Project Cost Estimate *	Select

**Figure 26. Upload the required documents here**

If an optional document is uploaded in error, replace the document with a placeholder clearly marked **Intentionally Left Blank**.

### Optional Uploads

Match documentation (if matching funds committed by entities other than the Applicant)	Select
FEMA Flood Map (for projects located within floodplain)	Select
Selection Guidelines for Housing Activities, with Waiting List	Select
Force Account Justification	Select
Other	
Description: <input type="text"/>	<div>Select</div> <div>+</div>

**Figure 27. Upload optional documents here**

## **Resolutions**

1. The application **must** be submitted with a resolution from the local governing body (i.e., county commissioners court of city council) authorizing the submission of that application. The governing body must adopt/pass the resolution before the application submission and after the application public hearing. Failure to comply with these resolution requirements may result in disqualification of the application.
2. The language of the resolution must, at a minimum
  - authorize the submission of an application for funding under the TxCDBG program.
  - designate the community development fund as the fund category under which the application is to be considered.
  - designate the activities addressed in the application.
  - designate the dollar amount being requested.
  - designate a person (e.g., county judge, county commissioner, or mayor) who will be authorized to execute documents in conjunction with the application, and any resulting grant contract.  
**NOTE:** In addition, the resolution may designate a person to be responsible for certifying the environmental review, and persons responsible that will be responsible for certifying Payment Requests if the project is funded.
  - if applicable, commit to the provision of resources by source and use in support of the proposed project activities, including the specific source (e.g., general fund, water/sewer fund, general obligation bonds) and use of those resources.
  - commit to compliance with all federal, state, and program requirements, including environmental review, labor standards, procurement, acquisition of property, civil rights, and administrative requirements.
3. In a multi-jurisdiction application, an interlocal agreement must also be included and signed by all participating local governments outlining the responsibilities of each participant and establishing the Applicant's authority to implement the project outside its own jurisdiction. In addition, attach evidence of the public hearing conducted in each partnering jurisdiction
4. For a sample resolution, see *Appendix V Form/Document Samples*.

## **Documentation of Match**

1. The following guidelines serve to clarify the type of match acceptable under the TxCDBG program. Acceptable types of match can be any of the following:
  - Cash only;
  - In-kind services/equipment use;
  - Materials or supplies;
  - Land; or
  - Any combination of the above.
2. Match must be fully documented in the application. For more information on the acceptability of each of the different types of match, refer to *Appendix II Matching Funds*.

3. While other resources are strongly encouraged, the commitments for these matching funds must be fully documented as to source, type, use, and minimum dollar amount before they can be considered in the scoring of an application.
4. Local government resource commitments must be made in the form of a resolution from the City Council or County Commissioners Court. This resolution should indicate, at a minimum, the type of resource (e.g., land, labor, materials, money, etc.) and the source, a minimum dollar value to be provided, and for what purpose(s) this resource will be used. Please note here that local match can only be counted for expenditures that would not occur if the proposed application is not funded.
5. Resource commitments provided by other local entities (e.g., public housing authority, special utility districts, private financial institutions or other similar sources leveraging loan funds with a local housing rehabilitation program or other TxCDBG-eligible activity) must be documented in a letter signed by a person authorized by that entity to make such a commitment. This letter should identify the type of resource, a minimum dollar value, and for what purpose this resource will be used. Grant Applicants who are unsure about the eligibility of a commitment from other local entities should contact TDA staff.
6. Commitments for other state or federal funds (e.g., Texas Water Development Board, USDA) must be supported by a grant/loan offer, contract award letter, etc., signed by a person authorized to make such a commitment for that agency for an activity directly related to activities included in the TxCDBG funding request. This evidence must include identification of the resource, a minimum dollar value, and the purpose for which this resource will be used. These resources cannot have been expended before the application is submitted.
7. All resources committed in an application and considered in the scoring of that application **must** be provided in the event that the project is selected for funding. If these resources are not made available, the locality may be subject to the sanctions described in the *False Information on Applications* section of this guide.
8. Additionally, the use of other federal, state, or local funds in conjunction with TxCDBG funds generally triggers a series of compliance requirements that might not be applicable if those funds were to be used independently. These requirements include but are not limited to environmental review, labor standards, real property acquisition (including easements), prohibition of special assessments, and financial management procedures.

## **Citizen Participation Plan Requirements**

1. Each Grant Applicant must complete a citizen participation process that complies with the TxCDBG Citizen Participation Plan requirements as described in the TxCDBG Application Guide prior to submitting an application.
2. A locality can only receive a TxCDBG grant if the locality certifies that it follows a detailed citizen participation plan that provides for and encourages citizen participation at all stages of the program.

A locality must provide satisfactory documentation and certify the completion of a detailed and compliant citizen participation plan in its application.

3. TxCDBG Grant Applicants and funded localities are required to carry out citizen participation in accordance with the Citizen Participation Plan adopted for the TxCDBG program. By signing and submitting the grant application, the Grant Applicant certifies that it has and will comply with the requirements of this citizen participation plan including taking reasonable steps to ensure access for persons with Limited English Proficiency (LEP) by providing language assistance as appropriate.
4. Each Grant Applicant must maintain a citizen participation file that includes a copy of this plan, the LEP plan, the Grant Applicant's complaint procedures, any technical assistance provided by the Grant Applicant, and public notices, minutes, and attendance lists for public hearings.
5. **Complaint Procedures** – The Grant Applicant must have written citizen complaint procedures that provide a timely written response to complaints and grievances. Citizens must be made aware of the location, days, and hours when copies of the plan are available.
6. **Technical Assistance** – When requested, the Grant Applicant shall provide technical assistance to groups representative of persons of low-to-moderate income in developing proposals for the use of TxCDBG funds. The level and type of assistance shall be determined by the Grant Applicant based upon the specific needs of the community's residents.
7. **Public Hearing Provisions** – For public hearings scheduled and conducted by a TxCDBG Grant Applicant, the following public hearing provisions must be observed.
  - Public notice of the hearings must be given in one of the following ways:
    - Published in a local newspaper at least 72 hours prior to the scheduled hearing; or
    - Published on applicant's website AND posted in public places, e.g., city hall/county courthouse, at least 72 hours prior to the scheduled hearing. The public notice must include the date, time, location and topics to be considered at the public hearing. A published newspaper article may also be used to meet this requirement so long as it meets all content and timing requirements. Notices should also be prominently posted in public buildings and distributed to local Public Housing Authorities and other interested community groups.
  - The public hearing must be held at a time and location convenient to potential or actual beneficiaries and include accommodations for persons with disabilities. The applicant must make arrangements for individuals who require auxiliary aids or services if contacted at least two days prior to each hearing. The public hearing must be held after 5:00 p.m. on a weekday or at a convenient time on a Saturday or Sunday.
  - When a significant number of non-English speaking residents are expected to participate in a public hearing, an interpreter must be present to accommodate the needs of the non-English speaking residents.
8. Grant Applicants must comply with the following citizen participation requirements for the preparation and submission of an application to the TxCDBG program.
  - The public hearing must occur prior to the adoption of the local government resolution authorizing the submission of the application.
  - The locality must retain documentation of the hearing notice(s), attendance lists, minutes of the hearing(s), and any other records concerning the proposed use of funds for a period of three



years after the application deadline, or as specified by other program requirements. Such records must be available to the public in accordance with § Chapter 552, Government Code.

- The public hearing must meet the following TxCDBG notification requirements and include a discussion with citizens covering the following topics
    - The development of housing and community development needs.
    - The amount of funding available.
    - All eligible activities under the TxCDBG program.
    - The Grant Applicant's use of past TxCDBG contract funds, if applicable.
    - The estimated amount of funds proposed for activities that will meet the national objective of benefit to low-to-moderate income persons.
    - The plans of the locality to minimize displacement of persons and to assist persons actually displaced as a result of activities assisted with TxCDBG funds, if applicable.
9. Citizens must be encouraged to submit their views and proposals regarding community development and housing needs, with particular emphasis on persons of low-to-moderate income who are residents of slum or blighted areas. Local organizations that provide services or housing for low-to-moderate income persons, including the local Public Housing Authority, the local Health and Human Services office, the local Mental Health and Mental Retardation office, and other local service providers such as faith-based organizations, must receive written notification concerning the date, time, location, and topics to be covered at the public hearing. Citizens must be made aware of the location where they may submit their views and proposals if they are unable to attend the public hearing. While more than one application may be discussed at the public hearing, a hearing held for the previous program year's submission of the same application does not satisfy the requirements for any subsequent competition.
10. A community must provide reasonable notice of the availability of a proposed application in order to afford affected citizens an opportunity to examine the application's contents to determine the degree to which they may be affected, and to submit comments on the proposed application. This requirement may be met by publishing a summary of the proposed application in one or more local newspapers of general circulation at least five days prior to submitting the application to TxCDBG, and by making copies of the proposed application available at libraries, government offices, and public places.
- At least five days prior to the submission of an application for TxCDBG funds, the Grant Applicant must publish a public notice that includes the following information:
    - The TxCDBG fund categories for which applications will be submitted.
    - The amount of TxCDBG funds requested in each application.
    - A short description of the proposed project activities in each application.
    - The locations of the project activities included in each application.
    - The location and hours when the application will be available for public review.
  - Public notice must be given in one of the following ways:
    - Published in a local newspaper at least five days prior to application submittal; or
    - Published on applicant's website **and** posted in public places, e.g., city hall/county courthouse, at least five days prior to application submittal.
  - In the preparation of the final application, the community shall consider comments and views received related to the proposed application and may, if appropriate, modify the final application

prior to submission of the application to TDA. The final application shall be made available to the public.

11. Applicants must comply with the following citizen participation requirements in the event that the application is successful:

- The locality must hold a public hearing concerning any proposed substantial change, as determined by TDA, in the use of TxCDBG funds from one eligible activity to another. The locality must provide citizens with reasonable advance notice of and opportunity to comment on activities which are proposed to be added, deleted, or substantially changed from the locality's application.
- Upon completion of the activities, the locality shall hold a public hearing and review its program performance, including the actual use of TxCDBG funds.
- The locality must retain documentation of the hearing notice(s), attendance lists, minutes of the hearing(s), and any other records concerning the actual use of funds for the greater of
  - three years after close-out of HUD's grant to the state of Texas. Please see TDA website for additional information;
  - if notified by TDA in writing, the date that the final audit is accepted with all audit issues resolved to TDA's satisfaction. Please see date of TDA audit acceptance letter if applicable; or
  - a date consistent with the period required by other applicable laws and regulations as described in 24 CFR §570.490 and 2 CFR §200.334.

**12. Failure to comply with these requirements may result in disqualification of the application.**

## **Project Maps**

1. Each application for TxCDBG funding must include a project map, or maps, which clearly show the following information:

- The boundaries of the applicant's jurisdiction;
- The boundaries of the county;
- The boundaries of the benefit area(s) (delineated on all maps); and
- Location(s) of all proposed project activities, e.g., sewer/water lines, lift stations, street pavement, water storage tanks, water wells, wastewater treatment plants, public facility improvements, etc.

2. Applicants using HUD-census-based data to document project beneficiaries must provide maps that clearly show:

- All of the census geographic areas, e.g., census tracts, block numbering areas, block groups, within the applicant's jurisdiction where census data is used to document project beneficiaries;
- Locations of the project activities (on the same census maps), including the clearly defined boundaries of the proposed project's service area.; and
- The census tract numbers, block numbering area numbers, and block group numbers must be legible.

3. If the project is located within a floodplain or other special flood hazard area, the applicant must submit a FEMA Flood Map with the project location identified. Maps are available at <https://msc.fema.gov>.
4. Maps must be legible and reproducible. Ideally, a digital version of the map should be uploaded. If this is not attainable, care should be taken in scanning paper copies of maps so that project activities designated by a colored mark(s) are still identifiable.
5. Applicants are advised to note any property owners that may be in and/or adjacent to the benefit area to ensure that no potential conflict of interest exists. See the *Conflict of Interest* section of this guide. Identification of property owners is not required to be noted or sub-mitted with the application, but failure to identify potential conflicts of interest may be subject to the sanctions described in the *False Information on Applications* section of this guide.

### **Waiting List and Selection Guidelines for Housing Activities (if applicable)**

1. Applicants with projects that include the provision of first-time on-site sewage facilities (OSSF), replacement of on-site sewage facilities, or scattered first-time water or sewer service yard lines (that are not associated with the installation of a main trunk line) must provide a waiting list of homeowners (including addresses) that have indicated a need and willingness to participate in the program. At a minimum, this waiting list must include the address and LMI status of the potential beneficiaries.
2. Additionally, the applicant must also submit a draft of the selection guidelines that will govern the selection process of the households that will receive benefit. Samples of housing rehabilitation and OSSF guidelines can be found in the TxCDBG Project Implementation Manual on the TDA website. If the applicant has already received TDA approval for the same activity and target area, include a copy of the approval letter with the guidelines.

### **Evidence of Active SAM Registration**

The applicant shall include a screenshot from the System for Award Management (SAM) website at <https://sam.gov> verifying the entity's registration is active. Without evidence of an active SAM registration, the application is ineligible to receive HUD funds and will be disqualified.

### **Annual Audit**

Applicants must include the required annual audit, as described in Parts I and II of the RFA and Guide. The audit opinion letter is preferred to the whole audit. **NOTE:** Not the management letter.

## **Engineers Explanation of Benefit Area**

This uploaded document should include two items from a professional engineer or architect licensed to practice in the State of Texas:

- A copy of the Budget Details page of this application, which has the engineer or architect's signature and registration seal visible on the page. Please also provide the date the form is completed and the engineer or architect's telephone number. If the professional seal is a pressure (non-ink) seal, please ensure that a penciled-over image of the seal is visible on the scan.
- For benefit areas that do not include the entire jurisdiction or utility, the applicant must also include a signed statement from the engineer or architect explaining how the specific work proposed in this application will benefit the benefit area(s). This statement should include information used to determine that the project would benefit the area(s) identified AND would not provide similar benefit to other areas excluded from the application. EXAMPLE: For a city comprised of two block groups requesting water line replacement, where only one block group is included in this application, explain how the project will provide improved service to the benefitting project, while the residents of the other block group will not receive similar improved service. The fact that the improvements are located within the identified block group is NOT sufficient to explain why the improvements are limited to that census geography.

## **Pre-agreement**

Complete this page and press the **save** button. Required fields are marked with an asterisk.

**Pre-agreement request for administration & engineering**

The applicant intends to proceed with its project per the pre-agreement costs strategem: \*

☐ Yes ☐ No

1. Applicant will comply with all applicable state and federal laws, as well as all applicable TxCDBG policies and procedures, including procurement procedures for professional services and applicable vendors, interlocal agreements, environmental review requirements prior to any commitment of funds or other choice limiting action, URA acquisition requirements, plans and specifications approval by appropriate regulatory agencies, Davis Bacon wage requirements, and any applicable contract Special Conditions.

2. The Department shall not reimburse any costs under this agreement until a contract is fully executed with the Applicant. Department shall not be liable for costs incurred prior to the published due date for this application, or for any activities not included in Exhibit A, Performance Statement, and Exhibit B, Budget of the executed contract associated with the this grant.

Signature  Date

**Figure 28. Pre-agreement page**

## Certification

Complete this page and press the **save** button. Required fields are marked with an asterisk.

### Certification

**Instructions:**  
Please complete this page and press the save button.  
Required fields are marked with an \*

By signing below, the Applicant:

1. Certifies all information provided in connection with this application is true and correct to the best of Applicant's knowledge;
2. Acknowledges any misrepresentation or false statement made by Applicant, or an authorized agent of Applicant, in connection with this application, whether intentional or not, will constitute grounds for denial of this application;
3. Acknowledges acceptance of funds in connection with this application acts as an acceptance of the authority of the Texas Department of Agriculture (TDA), the U.S. Department of Housing and Urban Development (HUD), and the Texas State Auditor's Office (SAO) or any successor agency to conduct an investigation in connection with those funds, and Applicant further agrees to cooperate fully with the agencies in the conduct of the audit or investigation, including allowing TDA, HUD, and/or SAO and any successor agency to inspect Applicant's premises and providing all records requested; and
4. By submission of this application, Applicant acknowledges as a condition of receipt of grant funds under this program the Applicant will be required to execute a grant agreement with the Texas Department of Agriculture, and further acknowledges that failure to timely execute the grant agreement will result in withdrawal of any grant funds awarded, and those funds will be redistributed to other qualified applicants in accordance with state law and TDA rules.

**Notice of Penalties:** The penalty for knowingly making false statements or false entries, or attempts to secure money through fraudulent means, may include fines and/or incarceration and/or forfeiture of funds under applicable state or federal law.

This application becomes public record and is subject to disclosure. With few exceptions, you have the right to request and be informed about the information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect. (Reference: Texas Government Code, Sections 552.021, 552.023, and 559.004.)

☐

Signature of Authorized Official

Date

*Figure 29. Certify that all information is correct*

## Fund-Specific Pages

Any information that is specific to the Fund Category for the current application and is needed to determine scoring, eligibility, or feasibility for the project will be included on a separate page.

Fund Specific pages are located below the Certification tab in the menu, marked with a three-letter-fund-code. **EXAMPLE:** Community Development Fund pages are labeled **CDV**, while pages specific to the Downtown Revitalization Program are labeled **CDM**. Complete all required fields on each page, as detailed in the RFA and Guidance Part I.

CDM2021065

General Information

Project Feasibility Information

Community Needs Assessment

Project Beneficiaries and Locations

Budget Details

Required Uploads

Pre-Agreement Strategy

Certification

CDM - Downtown Revitalization Program

Tools

Landing Page

Add/Edit People

Attachment Repository

Modification Summary

Status History

Notes

## CDM – Downtown Revitalization Program

Instructions:  
Please complete this page and press the save button.  
Required fields are marked with an \*

### Required Uploads

Resolution passed by the applicant designating S/B area \*

Select

Photos of proposed project site/documenting S/B conditions \*

Select

Map of Designated Downtown District/Main Street area \*

Select

Letter from applicant addressing inability to fund proposed improvements \*

Select

Support documentation for scoring factors \*

Select

Section 106 (THC's Determination of Eligibility) documentation \*

Select

### Additional Uploads

TxDOT notification letter and response (if applicable)

Select

Figure 30. Downtown Revitalization Program uploads page

## Submitting the Application

Once the application is complete the **authorized official** must submit the application within the TDA-GO system.

- In the menu on the left of the page, select **Application Submitted**
- The system will identify any errors that must be resolved before submitting
- The system will ask if you are sure—you are!

The screenshot shows the TDA GO! web interface. At the top, there's a header with the Texas Department of Agriculture logo and the text 'TEXAS DEPARTMENT OF AGRICULTURE COMMISSIONER SID MILLER' and '★ TDA GO! ★ TEXAS DEPARTMENT OF AGRICULTURE GRANTS ONLINE'. Below the header, there's a navigation bar with 'Home' and 'Searches'. The main content area is titled 'Document Landing Page' and shows details for application CDM2021065. A sidebar menu on the left lists various options, with 'Application Submitted' highlighted in red. The main content area displays the application details, including the organization 'Test Grantee Organization' and the role 'Authorized Official'.

**Figure 31. Application submitted page**

**NOTE:** Applications must be submitted by the opportunity due date. The online application will no longer be available after that time. Times identified are based on TDA headquarters (Central Standard Time Zone) and are displayed on your TDA-GO home page.

## Application Instructions – Supplement for CPC

In addition to the standard TDA-GO pages for TxCDBG applications, the Applicant must complete the following page for Planning and Capacity Building Fund (CPC) applications. This page includes information required to confirm either eligibility or scoring data for the specific funding Opportunity that is not captured elsewhere in the application.

The screenshot shows the TDA GO! application interface. At the top, there is a header with the Texas Department of Agriculture logo and Commissioner Sid Miller's name on the left, and the TDA GO! logo with 'TEXAS DEPARTMENT OF AGRICULTURE GRANTS ONLINE' on the right. Below the header is a navigation bar with 'Home' and 'Searches'. A sidebar on the left lists various application sections: General Information, Project Feasibility Information, Community Needs Assessment, Project Beneficiaries and Locations, Budget Details, Required Uploads, Pre-Agreement Strategy, Certification, CPC Application Form (highlighted with a red box), Tools, Landing Page, Add/Edit People, Status History, and Attachment Repository. The main content area is titled 'CPC - Application Form' and includes instructions: 'Please complete this page and press save. Required fields are marked with an \*'. The form is divided into two sections: '1. Local Conditions for Planning' and '2. Planning Activity'. Section 1 has a text box with 'test' and a character count of '4 of 4000'. Section 2 has a dropdown menu for 'Select primary planning activity' with 'Utility Studies' selected, and another text box with 'test' and a character count of '4 of 500'.

Figure 32. CPC Application Form

## Local Conditions for Planning

Describe local conditions that support an investment of federal funds for planning activities in the Applicant Community. Applications that do not adequately demonstrate a need for planning activities, as well as the capacity to implement a plan, if funded, may not receive grant funds. Documentation of the length of time since the most recent plan was adopted may be a factor but is not sufficient as the sole explanation.

## Planning Activity

Select one of the three options for the primary planning activity. In the text box below, provide a more detailed description of the intended plan, including elements identified in Part I of this guide. Proposed plans that include elements not stated as allowable in Part I and not confirmed in writing as allowable by TDA staff prior to application submittal may be reduced at TDA's sole discretion.



## **Existing Documents and Knowledge of Current Conditions**

Provide the most appropriate response for each element that best describes the Applicant's current planning documents and knowledge. The Date of Most Recent Update may include formally adopted revisions to the document or routine updates to working documents. Please ensure that the local file contains evidence of this date which may be provided upon request.

## **Population and the Economy**

Provide historical population figures based on American Community Survey (ACS) 5-Year Estimate, Table B01003. Provide the Applicant's best estimate for current population and cite the source of this information.

## **Planning Participants**

Local capacity to implement the results of planning activities is key to a successful Planning and Capacity Building grant. Applicants must provide three named planning participants that will be responsible for implementing the plan. Participants may be individuals or groups and may be identified by position or personal name. Applications that do not identify a minimum of three participants will not be considered for funding due to a lack of local capacity to carry out the plan. If funded, the Applicant must be prepared to demonstrate in the grant documentation the involvement of each identified participant. **EXAMPLES:**

- Mayor
- Joe Smith, City Manager
- Public Work Director
- Water Supply Corporation, Board of Directors
- Planning and Zoning Commission

## **Complete Annual Audit**

The applicant is required to submit its most recent annual audit to demonstrate financial capacity.

- For Planning and Capacity Building applications, the opinion letter alone is not sufficient to meet the application requirements
- Annual audits for fiscal years ending on or before December 31, 2019 will not be accepted.
- Failure to submit an audit for FY 2020 or FY 2021 by the application deadline will result in automatic disqualification.
- See *Part III* of this guide for additional information on audit requirements

## **CPC Scoring**

Complete the required information for scoring. The correct data source for each scoring factor is identified in the *Request for Applications and Guide Part I*.

### Information for Scoring

(See Application Guide for details in order to provide accurate responses.)

Applicant's Median Household Income \*

Geography Name \*

Geography Level \*

Census Table \*

Source and Year \*

Previous Funding (prior six years) \*

- ☒ 0 Community Development Fund awards
- ☐ 1 Community Development Fund award
- ☐ 2 Community Development Fund awards
- ☐ 3 Community Development Fund awards

**Figure 33. CPC Scoring fields**